

Date: 04/03/12



Environmental Management Consolidated Business Center (EMCBC)

Subject: Creation, Review and Distribution of Outgoing Correspondence

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of the Director

1.0 PURPOSE

This procedure provides for the standardized formatting and control of U.S. Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC) outgoing correspondence.

2.0 SCOPE

The procedure applies to the creation, review, distribution, and filing of EMCBC outgoing controlled correspondence.

3.0 APPLICABILITY

This procedure applies to all EMCBC Personnel who are responsible for creating, reviewing, and distributing controlled correspondence.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 DOE O 243.1, Records Management Program

4.1.2 DOE O 414.1C, Quality Assurance

4.2 References

4.2.1 IP-243-03, Identifying, Filing and Maintaining Records

4.2.2 IP-410-01, EMCBC Controlled Correspondence and Commitment Tracking System (CCTS)

4.2.3 PS-240-06, Policy on the Control of Unclassified Electronic Information

- 4.2.4 TMR-22, Protection of Sensitive Unclassified Information, Including Personally Identifiable Information
- 4.2.5 Technical Instruction TI-OOD-001, Technical Instruction for Processing Mail & Packages

5.0 DEFINITIONS

- 5.1 Concurrence – Any document requiring official review and signature on an agreement prior to final approval.
- 5.2 Controlled Correspondence – All official documentation produced and transmitted by the EMCBC to internal and external entities and all official documentation received by the EMCBC, including letters and memoranda that are identified by a unique tracking number.
- 5.3 Controlled Correspondence Tracking System (CCTS) – An applications program used to track all EMCBC incoming and outgoing correspondence.
- 5.4 Record – as defined by the National Archives and Records Administration, include “...all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of the data in them.”
- 5.5 Non-Record - U.S. Government-owned documentary materials excluded from the legal definition of records, either by failing to meet the general conditions of record status already described, or by falling under one of three specific categories: Extra copies of documents preserved only for convenience of reference, stocks of publications and of processed documents or library or museum material made or acquired and preserved solely for reference or exhibition purposes.
- 5.6 Sensitive Unclassified Information. In the absence of specific requirements, such as those in, DOE M 471.1-1 Chg, *Identification and Protection of Unclassified Controlled Nuclear Information Manual*, dated 10-23-01, DOE M 471.3-1, *Manual for Identifying and Protecting Official Use Only Information*, dated 4-9-03, Privacy Act of 1974, or HIPPA regulations, unclassified sensitive information describes information which warrants a degree of protection and administrative control that meets the criteria for exemption from public disclosure set forth under Sections 552 and 552a of Title 5, United States Code: the Freedom of Information Act and the Privacy Act.

6.0 RESPONSIBILITIES

- 6.1 EMCBC Director – Responsible for ensuring correspondence is controlled and tracked in a consistent manner. Also responsible for ensuring EMCBC fulfills all requests in a timely manner and provides management with information for monitoring and applying resources where required.
- 6.2 EMCBC Assistant Directors – Ensures that appropriate records are identified, generated, and validated for activities performed or directed by personnel within their areas of responsibility. Ensures individuals are responsible for receiving, maintaining, validating, protecting, identifying, and tracking correspondence consistent with commitment deadlines. Ensure that an acceptable record is filed within their area of responsibility.
- 6.3 EMCBC Administrative Staff – Responsible for logging outgoing correspondence into CCTS, obtaining an outgoing controlled correspondence number, and ensuring restricted data/documents are identified to prevent inadvertent release.
- 6.6 EMCBC Staff – Compose controlled correspondence in final format and work with Administrative Staff to complete correspondence review and transmittal.

7.0 GENERAL INFORMATION

Correspondence must be constructed in a way that clearly communicates the information and action desired. It shall be written in such a way that the person receiving it should not have to decipher, draw inferences, or make assumptions about the intent of the writer.

A link exists between the creation of quality correspondence and the ability to properly store and efficiently retrieve correspondence. Clearly written, concise letters facilitate easier and faster identification both in the storage process and in retrieval.

The subject line of a letter is perhaps the most important piece of information for proper subject/filing categorization and later retrieval. It should be worded carefully to accurately encompass the true basis for the piece of correspondence.

Care should be taken not to place sensitive information, including Personally Identifiable Information (PII), in the subject line of correspondence, and to limit any inclusion of PII to what is absolutely needed. See (Ref. 4.2.4, Protection of Sensitive Unclassified Information, Including Personally Identifiable Information.)

Correspondence and commitment data is stored and maintained in the CCTS. The CCTS is designed to maintain information required to identify and track the status of EMCBC commitments.

Note: The EMCBC Mailroom Clerk and/or Administrative Assistant receives and handles incoming correspondence in accordance with Technical Instruction (TI) -OOD-001,

(Ref. 4.2.5) and IP-410-01, EMCBC Controlled Correspondence and Commitment Tracking System (CCTS), (Ref. 4.2.2).

8.0 PROCEDURE

8.1 Outgoing Correspondence

All controlled correspondence shall be written to conform to the formatting shown on Attachments D & E, for creating official Letters and Memoranda. The letter format is used for correspondence external to the DOE. The memoranda format is used for all correspondence within or between DOE offices and to DOE employees.

The EMCBC Staff shall compose letters/memorandums in final format and save the correspondence to their personal directories. The Author emails the correspondence to the assigned Administrative Staff for review and format revision and the assignment of a controlled correspondence number.

8.1.1 The Administrative Staff shall coordinate the following:

- Log the correspondence into the CCTS;
- Assign the controlled correspondence number to the document;
- Save the final letter/memorandum in the K:/Admin/Outgoing Typed Letters/FYXX;
- Print the first page of the document on a yellow concurrence cover sheet, (Attachment A) and attach it to the correspondence for review and concurrence, as directed by the author. Individuals concurring should be listed in ascending priority with the Signature Authority listed last, at the bottom of the sheet.
- Correspondence shall be assembled in a blue signature folder under a plastic executive correspondence cover sheet, (Attachment B). (Available in the mailroom.)
 - The original correspondence, all enclosures/attachments, and the yellow concurrence template, (Attachment A) with the sign off area protruding shall be paper-clipped on the right side of the folder. Documents accompanying correspondence are either “enclosed” with external correspondence; or “attached” to internal correspondence.
 - Any reference documentation shall be paper-clipped on the left side of the blue folder. If the outgoing correspondence is in response to an incoming document, a copy of the incoming

document should also be paper-clipped on the left side of the blue folder.

- 8.1.2 The EMCBC Staff indicated on the yellow concurrence sheet, (Attachment A) shall review, initial and date the yellow concurrence sheet and forward the correspondence to the next reviewer in a timely manner. If an individual needs to concur on an action, and they are out of the office for several days, the correspondence should not be delayed until that person returns.
- 8.1.3 The Administrative Assistant tracks the concurrence progress, revises the correspondence, as needed, and informs the author of any revisions made, delays to, or other issues affecting the correspondence. The Administrative Assistant will make revisions to the document, as directed, reprint the yellow concurrence sheet and reticulate the correspondence for review and concurrence.
- 8.1.4 After final review and concurrence by all designated individuals the Signature Authority shall sign the document and return it to the Administrative Assistant for distribution.
- 8.1.5 Also following final signature, the correspondence author shall delete the original electronic version of the correspondence saved to their personal drive. The Administrative Staff will prepare the signed letter for distribution.
 - 8.1.5.1 Correspondence written for the Director's signature will be returned by the Director's Secretary back to the originating office's Administrative Assistant for final processing.
 - 8.1.5.2 The Administrative Assistant shall recall the original electronic file from the Administration drive, add the date of signature and reprint the first page, or shall date stamp the correspondence above the inside address; and scan the document (with attachments) into a PDF with resolution of 300dpi.
 - 8.1.5.3 Correspondence shall be electronically saved in PDF format in the K: / Scanned Documents/Outgoing Correspondence/Month. The file name shall be date, letter #, from, to, subject.

Outgoing correspondence that is sensitive in nature shall not be scanned into the CCTS. The "Sensitive Document Template" (Attachment C) also found on the K: Drive under Scanned Documents should be attached and uploaded in place of the sensitive correspondence. The Remarks Section of CCTS shall state where the paper copy of the correspondence is located.

- 8.1.5.4 If the original correspondence is being mailed, make a complete copy of the correspondence and any enclosures/ attachments. Staple the copy of the correspondence in the upper left-hand corner behind the yellow concurrence sheet.
- 8.1.5.5 Update the CCTS with the date of the outgoing correspondence and any other fields left blank. Upload the outgoing correspondence into the CCTS.
- 8.1.5.6 Pursuant to the authors' instructions, (1) distribute the correspondence as a Portable Document Format (PDF) via email in advance to the addressee(s) with the hard copy original of the correspondence, sent to the address(s) through the U.S. Mail, or (2) send the original correspondence to the addressee(s) through the U.S. Mail without an advance PDF copy. **Non-sensitive** controlled correspondence that is either addressed or copied to ANY EM-HQ employee shall not be sent via hard copy to the recipient, nor shall it be directly sent via email. Instead, all such correspondence shall be sent to the electronic mailbox at [emcc mailbox@hq.doe.gov](mailto:emcc_mailbox@hq.doe.gov) (Note: This electronic mailbox has been added to the EMCBC email distribution list called "EMCC Mailbox".) When received at EM-HQ, HQ Administrative Staff will perform distribution to all EM parties. Distribution of blind copies to EM-HQ personnel must be performed by the sender to complete distribution because the original correspondence as sent to the EM-HQ mailbox will not show the bcc field. Other non- EM-HQ addressees should continue to receive correspondence in the normal manner. Sensitive correspondence should continue to be sent as a hard copy and not as an electronic copy to the new electronic mailbox.

NOTE: ENTRUST - Entrust is email encryption software installed on most EMCBC computers. Emails sent to sites outside of the EMCBC (i.e Headquarters, Field Sites, Contractors, etc.) that contain Type I or Type II data, such as PII, Official Use Only, or Procurement Sensitive information, must be encrypted with Entrust to prevent exposure to unauthorized parties, (Ref. 4.2.3, PS-240-06, Policy on the Control of Electronic Information).

- 8.1.5.7 Originals and copies of all correspondence shall be filed as Records and kept in departmental files, according to Department File Plans and IP 243-03, Identifying, Filing and Maintaining Records (Ref. 4.2.1).
- 8.1.6 Correspondence shall be placed in an appropriate envelope and machine addressed, either directly on the envelope or on an address label (no handwritten addresses). Envelopes shall be sealed and delivered to the mail

room for processing. All mail received by 3:30 p.m. each day will be mailed out the same day.

8.2 Concurrence Sheets for Outgoing Correspondence – are sent to individuals for their approval or concurrence regarding a specific topic. The following shall occur:

8.2.1 All outgoing correspondence is logged into the Controlled Correspondence Tracking System (CCTS). A unique correspondence tracking number is assigned to the correspondence and appears on front of the correspondence. The action is noted under the TASK heading in the CCTS and tracked until closed.

8.2.2 When the concurrence sheet is returned to the EM Consolidated Business Center (EMCBC), the concurrence sheet will not be logged in as an incoming document, but will replace the version in the file. Scan and replace the previous version and submit electronically all carbon copies (cc's). The action shall be closed in CCTS.

9.0 RECORDS MAINTENANCE

9.1 All records generated by this procedure shall be maintained and stored in accordance with 'IP-243-03, Identifying, Filing, and Maintaining Records' (Ref. 4.2.1).

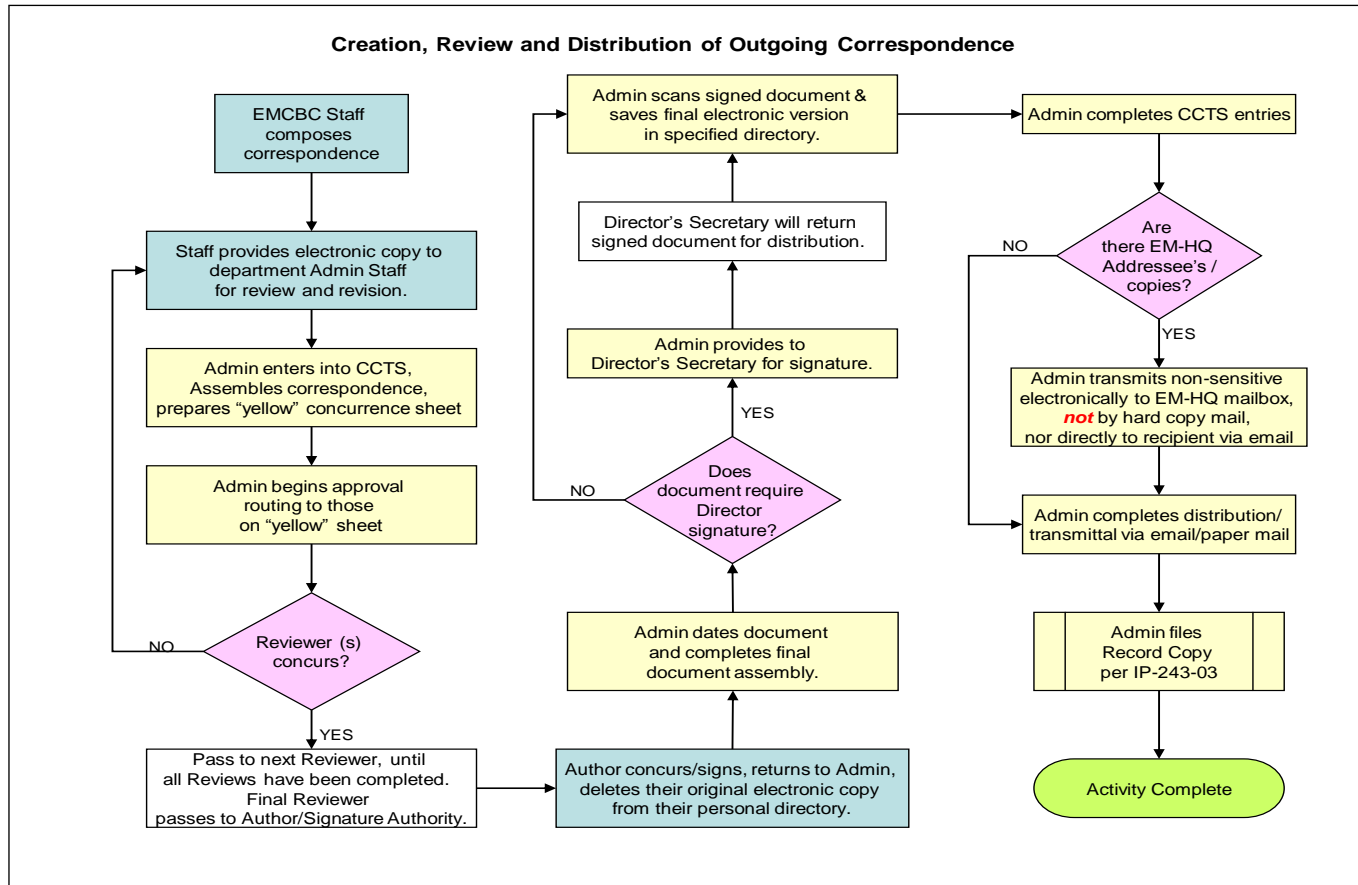
9.2 All outgoing correspondence will be filed in the respective departmental records area according to the department file plan. All correspondence signed by the Director on behalf of another organization will be filed in the responsible organization departmental files according to the department file plan. A copy or PDF of the outgoing document will be supplied to the Director's Office.

10.0 FORMS USED - None

11.0 ATTACHMENTS

- 11.1 Attachment A - Template for Correspondence Review
- 11.2 Attachment B - Executive Correspondence Cover Sheet
- 11.3 Attachment C - Sample Sensitive Document Template
- 11.4 Attachment D - Formatting Requirements and Sample of Outgoing Letter
- 11.5 Attachment E - Formatting Requirements and Sample of Memorandum
- 11.6 Attachment F - Protection of Sensitive Unclassified Information,
Including Personally Identifiable Information (TMR-22)

12.0 FLOWCHART



Attachment A

SAMPLE ONLY

Template for Correspondence Review
Use Yellow Paper When Printing

Can be found at K:/Admin/Outgoing Letters/Yellow Template

Typist:
CONCURRENCE
RTG: SYMBOL
EMCBC: _____

Initials/Sig.

Date
EMCBC: _____

Initials/Sig.

Date
EMCBC: _____

Initials/Sig.

Date
EMCBC: _____

Initials/Sig.

Date
EMCBC: _____

Initials/Sig.

Date
EMCBC: _____

Initials/Sig.

Date

ORIGINAL FILE COPY

SAMPLE

EXECUTIVE CORRESPONDENCE

**DO NOT WRITE ON THIS COVER AS IT IS INTENDED FOR RE-USE
RETURN IT WITH THE FILE COPIES TO ORIGINATING OFFICE**

Attachment C

SAMPLE SENSITIVE DOCUMENT TEMPLATE

**THIS DOCUMENT IS SENSITIVE AND WAS
NOT SCANNED IN.**

**SEE THE RESPONSIBLE DEPARTMENT IF
A COPY IS NEEDED.**

THANK YOU!!!

Attachment D

EMCBC Letter Format (used for External Correspondence)

All Letters will be typed using Times New Roman, 12 Font

INSIDE ADDRESS

Samples of Inside Address (Must start with a title, such as Mr., Ms., or Dr.)

Ms. Nancy R. Doe
President and Chief Executive Officer
Kazer-Hope Company, L.L.C.
1000 Union Blvd.
Golden, CO 80403-8200

Mr. John G. Smith, Site Manager
1234 Company
1075 Monmouth Road
Miamisburg, OH 45121

If the letter is going to more than one individual, a letter will be created for each addressee.

LETTER NUMBER

The EMCBC Letter Number is located to the far right of the top line of the inside address. Example: EMCBC-00XXX-11. This number is generated by the CCTS through your Administrative Assistant.

SALUTATION

Make sure that the GENDER is correct: for example Dear Sir or Mr. and Dear Madam or Ms. If the gender is uncertain use Dear Sir or Madam.

SUBJECT

Every letter must have a subject. Do not put a period after the subject. **CAPITALIZE AND BOLD THE ENTIRE SUBJECT** (2 Returns)

REFERENCE

Reference: (2 spaces) make sure that the reference agrees with the referenced document. If a copy of the referenced document is not included in the folder, go to the files and make a copy of the cover sheet of the referenced document and place in background section so the reference information can be verified as correct. When

Attachment D (con't)

referencing a letter, use the word letter Letter. When referencing a memorandum, use the word Memorandum. There is no period at the end of the reference line.

Reference: Letter (OH Number/WVDP Number/Rocky Flats Number, etc.),
N. R. Doe to J. R. Craig, "Subject of Letter," dated January 3, 2010

- References:
- 1) Memorandum EMCBC-00361-06, J. R. Craig to J. F. Brown,
"Report Tracking System," dated December 20, 2010
(Note: Most recent reference first)
 - 2) Letter OH-0043-05, J. G. Smith to J. R. Craig, "Report Tracking
System," dated November 12, 2007

Note:

- A. If more than one person signed the referenced letter, make sure they are listed.
- B. Make sure you check for reference (singular) or references (plural).
- C. Make sure you reference the subject of a letter or memorandum exactly, exception - do not type the subject in ALL CAPS.
- D. Refer to people in a reference with first initial, middle initial and last name spelled out. If the information is not provided, find it from another source. If you cannot find the middle initial, then use first initial and last name spelled out. Use two spaces after REFERENCE.

BODY OF LETTER

Fit body of letter on one page, if possible. The body of the text may be made to fit by changing the top margin to 1.75" and the bottom margin to 0.3" if necessary, and the letterhead template is used. If a paragraph must be split at the end of a page, make sure that there are at least three lines of text at the bottom of the page and at least two lines of text at the top of the next page. Check ends of lines to make sure that there are no broken items left hanging (for example: two/days, five/drums, Mr./Smith, or August/24, 2007).

CLOSING STATEMENT FOR EVERY LETTER

Please contact name of individual at 513-246-XXXX, if further information on this matter is needed.

Attachment D (con't)

CLOSURE/SIGNATURE AUTHORITY

“Sincerely” closure is two returns after body of letter, located at 3.5 from the left of page. Follow sincerely with 4 hard returns. This will provide 3 spaces for the author to sign the letter.

Signature Block:	Samuel K. Weber	Jack R. Craig	Ralph E. Holland
	Assistant Director	Director	Deputy Director
	Office of Contracting		

- All correspondence to Field Office Managers and/or Site Managers will be signed by EMCBC Assistant Directors, EMCBC Deputy Director, or the EMCBC Director.
- Contracting Officers have authority to continue to send letters to Contractors. Add EMCBC Director/Deputy Director as a carbon copy (cc).

It is the responsibility of each Assistant Director to ensure that the above requirements are met.

ENCLOSURE(S) are for Letters – (ATTACHMENT(S) are for Memos)

Check for Enclosure (singular) or Enclosures (plural). Make sure enclosure(s) agree with what is being enclosed. Examples:

Enclosure: Table of Records

Enclosures: 1. Table of Records
2. Map to Cincinnati

Enclosures: A, B, and C or Enclosures: A-C

Enclosure: As Stated

Letters must say enclosure(s) throughout. If the body of a letter mentions an enclosure, make sure it is listed at the bottom of the letter and the cc's also indicate whether the correspondence has been sent with (“w/encl.”) or without (“w/o enc.”) the enclosure.

If there is a long list of enclosures that must be put on page 2, list on page 1 the enclosures as follows:

Enclosures: See Page 2

Attachment D (con't)

CARBON COPIES (“cc”)

cc: In this order: DOE-HQ, EMCBC, EMCBC-Denver, NRC, etc., (all in ABC order for each group). Always start with the EMCBC Director then Assistant Directors after individuals from HQ’s. Name individuals as:

John Smith, DOE-HQ, EM-32
Jack Craig, EMCBC
Ralph Holland, EMCBC
Dave Jones, EMCBC-Denver

Make sure to check for enclosure:

cc w/enclosure: or w/o enclosure:
Cindy Dobb, EMCBC
Donna Taylor, BNL
John Russell, WVDP

cc electronic w/enclosure: or w/o enclosure:
Kim Jonas, EMCBC

cc: See Page 2

Mr. Robert Dean

- 2 -

EMCBC-00002-11

cc:
John Smith, DOE-HQ, EM-32
Jack Craig, EMCBC
Denise Waters, ANL

CONTINUATION PAGES (1” Top/Bottom; Left/right Margins)

Continuation pages: Names of address(s) (flush-left, exactly as it was written on the front of the letter with Mr. or Ms. or Messrs), page number centered, letter number right justified.

Example:

Mr. Robert Dean

- 2 -

EMCBC-00002-11

Attachment D

Letter Head

Mr. Adam Smith, President
XYZ Company
P.O. Box 1234
Cincinnati, OH 45253-8704 (2 returns)

EMCBC-00002-11

Dear Mr. Smith: (2 returns)

FISCAL YEAR FINANCIAL PLAN FOR XYZ COMPANY, MAY 2008 (2 returns)

Start body of letter.

Closing statement for every letter should read: Please contact name of individual at 513-246-XXXX, if further information on this matter is needed.

Sincerely, (3 returns)

Start signature block at 3.5
Name of Signature
Title
Office of ...

Enclosure: If any

(Options for cc's)

cc w/enclosure: or w/o enclosure:
Cindy Dobb, EMCBC
Donna Watters, ANL
John Russ, FCP

cc electronic w/enclosure: or w/o enclosure:
Kim Jonas, EMCBC

Attachment E**EMCBC Memoranda Format (used for Internal Correspondence)**

All Memorandums will be typed using Times New Roman, 12 Font

REPLY TO ATTENTION OF: (2 spaces)

Every memo shall have the authors name here. (CAPITALIZED)

Examples: EMCBC:JOHNSON
EMCBC:SMITH

LETTER NUMBER

The EMCBC Letter Number is located to the far right of the Attn of line. Example:
EMCBC-00XXX-08. This number will be provided by your Administrative Assistant.

SUBJECT**ALL CAPITALIZED AND BOLD****INSIDE ADDRESS – Try to fill address on one line – change font to 11 if needed**

To: Dr. Irene Tress, Principal Deputy Assistant Secretary for Environmental
Management, EM-1, DOE-FORS

Name Title HQ# Location (Example)

To: Jeffery Alli, Manager, Savannah River Operation Officer

Name Title Location (Example)

If there are more than three addressees, use Distribution.

To: Distribution *(Example)*

Use a Continuation Page to list the Distribution List as:

Distribution -Page Number- EMCBC-00002-11

Distribution electronic:

Name Title HQ# Location

John D. Newell, Director, Office of Internal Review, CF1.2, DOE-FORS

Cynthia Andrews, Deputy Chief Operating Officer, EM-3, DOE-FORS

Barbara Mellson, DAS for Human Capital and Business Services, EM-41, DOE-FOR

Attachment E (con't)**REFERENCE (NOT capitalized on a memo) (2 spaces)**

Reference(s): (2 spaces) (flush with addressee) make sure that the reference agrees with the referenced document. If a copy of the referenced document is not included in the folder, go to the files and make a copy of the cover sheet of the referenced document and place in background section so the reference information can be verified as correct. When referencing a letter, use the word "Letter." When referencing a memorandum, use the word "Memorandum." There is no period at the end of the reference line.

Reference: Letter (OH Number/WVDP Number/Rocky Flats Number, etc.),
N. R. Doe to J. R. Craig, "Subject of Letter," dated January 3, 2008

References: 1) Memorandum EMCBC-00361-06, J. R. Craig to J. R. Norton,
"Report Tracking System," dated December 20, 2007 (Note:
Most recent reference first)

2) Letter OH-0043-05, A. J. Smyth to J. R. Craig, "Report
Tracking System," dated November 12, 2009

Note:

- A. If more than one person signed the referenced letter/memo, make sure they are listed.
- B. Check for reference (singular) or references (plural).
- C. When referencing the subject of a letter or memorandum reference it exactly as stated, exception – do not type the subject in ALL CAPS.
- D. Refer to people in a reference with first initial, middle initial and last name spelled out. If the information is not provided, find it from another source. If you cannot find the middle initial, then use first initial and last name spelled out. Use two spaces after REFERENCE.

BODY OF MEMORANDUM

Fit body of letter on one page, if possible. If a paragraph must be split at the end of a page, make sure that there are at least three lines of text at the bottom of the page and at least two lines of text at the top of the next page. Check the ends of the lines to make sure that there are no broken items left hanging (for example: two/days, five/drums, Mr./Holland, or August/24, 2010).

Attachment E (con't)**CONTINUATION PAGES**

(1" Top/Bottom; Left/Right Margins) Names of addressee(s) flush-left, page number centered -2-, EMCBC Letter Number, right justified. Triple space to body of letter.

Example:

Mr. Jim Jones

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EMCBC-00040-11

CLOSING STATEMENT FOR EVERY MEMO

Please contact name of individual at area code, number, 513-246-XXXX, if further information on this matter is needed.

CLOSURE/SIGNATURE BLOCK

No Sincerely closure on memoranda (plural) memorandum (singular). After body of memo, 4 returns then start the signature block at 4". This will leave 3 spaces for author to sign the memo.

Signature Block:	Loretta Parker	Ralph E. Holland	Jack R. Craig
	Acting Assistant Director	Deputy Director	Director
	Office of Contracting		

Per Jack Craig:

- All memos to EM-1, EM-2, EM-3 and any other program office head or higher within the department will be signed by the EMCBC Director/Deputy Director.
- All other EMCBC correspondence to HQ will be signed by EMCBC Assistant Directors or the EMCBC Director/Deputy Director.
- Chief Counsel/Assistant Director for Legal Services has authority to sign memos to GC-1 & GC-2. Add both the Director and Deputy Director as a cc.
- All EMCBC memos – no matter who signs them - will follow the established EMCBC format for letters and memos.

It is the responsibility of each Assistant Director to ensure that the above requirements are met.

Attachment E (con't)

ATTACHMENT

Memoranda must say attachment(s) throughout. If the body of a memorandum mentions an attachment, make sure it is listed at the bottom of the memorandum and that cc's also say w/attachments or w/o attachment. Use numbers to list more than one attachment (1., 2., etc.) examples:

Attachments: 1. Map
2. Organization Chart

Attachments: As Stated

CARBON COPY (cc)

cc: In this order: DOE-HQ, EMCBC, EMCBC-Denver, NRC, etc., (all in ABC order for each group). Always start with the EMCBC Director then Assistant Directors after individuals from HQ's. Name individuals as:

John Smith, DOE-HQ, EM-31
Jack Craig, EMCBC
Ralph Holland, EMCBC
Betty White, EMCBC-RF

Make sure to check for attachments:

cc w/attachment: or w/o attachment:
Cindy Dobb, EMCBC
Betty White, DOE-RF

cc electronic w/attachment: or w/o attachment:
Kim Jonas, EMCBC

cc: See Page 2

Mr. Robert Dean

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EMCBC-00002-11

cc:
John Smith, DOE-HQ, EM-31
Jack Craig, EMCBC
William Taylor, DOE-OH

Attachment E (con't)

CONTINUATION PAGES (1" Top/Bottom; Left/right Margins)

Continuation pages: Names of address(s) (flush-left, exactly as it was written on the front of the letter with Mr. or Ms. or Messrs), page number centered, letter number right justified.

Example:

Mr. Robert Dean

- 2 -

EMCBC-00002-11

CORRECTED MEMORANDUM

If a memo is sent out incorrect a corrected memorandum must be sent out to identify the corrected items in the memorandum. Across the very top of the memorandum spell out – **CORRECTED MEMORANDUM**. This notifies the receiver that the original was already sent and an updated or corrected memo is now in place.

Memorandum

DATE:

REPLY TO:

ATTN OF: EMCBC:JOHNSON

EMCBC-000XX-12

SUBJECT: **TEMPLATE FOR ALL MEMORANDA**

TO: John Free, Deputy Assistant Secretary for Business Operations, EM-30, DOE-FORS
Mary Lewis, Office of Program Liaison & Financial Analysis, EM-100, DOE-FORS
David W. Guessier, Program Manager, LM-1, DOE-FORS (3 returns)

Reference: See Instructions

(Tab over so all information lines up with headings.) Start typing your memorandum. Make sure each sentence lines up under the headings.

Every memo will have a closing statement which reads: Please contact name of individual at area code, telephone number, example 513-246-XXXX, if further information on this matter is needed.

After body of memo, 4 returns then start the signature block at 3.5. This will leave three spaces to sign the memo.

Start the signature block at 3.5

Name of Signature

Title

Office of ...

Attachment: If any

(Options for cc's)

cc w/attachment or w/o attachment:

Paul Black, EM-3

Harry Potter, ME-30

Jack Craig, EMCBC

cc electronic w/attachment: or w/o attachment:

Kim Jonas, EMCBC

Example of a Thru Memo
United States Government

Attachment E (con't)
Department of Energy
Consolidated Business Center

Memorandum

DATE:

REPLY TO

ATTN OF: EMCBC: WHITE

EMCBC-00XX-12

SUBJECT: ALL CAPS

TO: John Smith, Deputy Assistant Secretary for Acquisition and Project Management,
EM-50

THRU: Jane Brown, Director, Office of Contract and Project Execution, EM-52

Body of Text

Please contact me at 513-246-XXXX if further information on this matter is needed.

Jack R. Craig
Director

Attachment: As Stated

cc w/out attachment:
Jane Brown, EM-52

Alternative Header Block
United States Government

Attachment E (con't)
Department of Energy
Consolidated Business Center

Memorandum

DATE:

REPLY TO
ATTN OF: EMCBC: WHITE

EMCBC-00XX-11

SUBJECT: ALL CAPS

TO: John Smith, Deputy Assistant Secretary for Acquisition and Project Management, EM-50

Insert two blank lines and begin body with standard 1" L/R margins.

Attachment E

CORRECTED MEMORANDUM

United States Government

**Department of Energy
Consolidated Business Center**

Memorandum

DATE:

REPLY TO

ATTN OF: EMCBC: WHITE

EMCBC-00XX-11

(Keep Same EMCBC #)

SUBJECT: ALL CAPS

TO: John Smith, Deputy Assistant Secretary for Acquisition and Project Management,
EM-50

Body of Text

Please contact me at 513-246-XXXX if further information on this matter is needed.

Jack R. Craig
Director

Attachment: As Stated

cc w/out attachment:
Jane Brown, EM-52

Attachment F

**Protection of Sensitive Unclassified Information,
Including Personally Identifiable Information (TMR-22)**

DOE Working Examples of Personally Identifiable Information (PII)

WHAT IS PII (when associated with an individual):

- Social Security Numbers in any form are PII
- Place of Birth
- Date of birth
- Mother's maiden name
- Biometric record
 - Fingerprint
 - Iris scan
 - DNA
- Medical history information
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information
- Ratings
- Disciplinary actions
- Performance elements and standards (or work expectations) are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal.
- Financial information
- Credit card numbers

Attachment F (con't)

- Bank account numbers
- Security clearance history or related information (Not including actual clearances held)

WHAT ISN'T PII:

- Phone numbers (Work, Home, Cell)
- Street addresses (Work and personal)
- Email addresses (Work and personal)
- Digital pictures
- Birthday cards
- Birthday emails
- Medical information pertaining to work status (X is out sick today)
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include an SSN
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work e-mail address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (like the ones used in pamphlets of speakers)
- Academic credentials

Attachment F

- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop (unless it contains SSN)

EMCBC RECORD OF REVISION

DOCUMENT – Creation, Review and Distribution of Outgoing Correspondence

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Procedure	All	12/08/08
2	Review and update of Procedure. Incorporate organization changes.	All	12/15/11
2A	Update procedure to clarify instructions for Admin. Staff.	6	04/03/12
	REFERENCE – use lower case	12, 13	04/03/12
	Add – EMCBC Deputy Director	14	04/03/12
	Add – Chief Counsel	19	04/03/12
	Example of Alternative Header Block	24	04/03/12
	Add note to keep same EMCBC number	25	04/03/12